

Clock Real Time

Computer Based Time Clock Solution



User Introduction

KNESON SOFTWARE

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Introduction

Employees or members have any of these 3 characteristics:



They each belong to a group, division or DEPARTMENT



They each have a POSITION, title or function



They each have a salary or wage CONTRACT

You can measure time and attendance of members and see reports based on *any* of these characteristics. For example, if you have a small company that does not have DEPARTMENTS or divisions, you can measure attendance only by POSITION and CONTRACT. If you have a non-profit organization where you don't pay salary or wages, you can measure attendance by DEPARTMENT and POSITION only. Clock Real Time puts you in control of your employee (or member) time, based on any or all of these characteristics automatically.

Clock Real Time by Kneson Software is the easiest and fastest way to gain immediate control of employee or member attendance. Clock Real Time gives you immediate control of employee



time, often paying for itself many times over. Unlike traditional punch time clocks, Clock Real Time can be used in the most professional work environments, and tracks and reports work events by employee type, department, compensation contract or any combination of these.

Clock Real Time by Kneson Software is a sophisticated yet easy to use time clock that records arrivals and departures of employees or members using issued, plastic cards like credit cards. The owner or manager can immediately see an entire attendance profile for a department, position or wage level.

Advantages

- Instantly know all aspects of employment status and attendance on screen *in real time* - tardiness, sick time, hours worked, type of contract and cost to your company is always at your fingertips.
- ***Cut Time Processing Employee Hours to Nearly Zero Minutes.*** If you are spending even 15 minutes or more processing employee time, Clock Real Time can do it faster. Clock Real Time reduces employee attendance management to just a few minutes per week. Clock Real Time generates reports from *real time data* in seconds. Time cards, counting hours and estimating hours not correctly recorded are eliminated. Pay payroll directly from reports.
- ***Use in a Professional Environment.***
Clock Real Time uses a credit card type scanner connected to a computer through a USB port to gather Clock-In and Clock-Out events as employees arrive at and leave work each day. Using a card reader with issued employee cards (or any card with a magnetic strip) allows Clock Real Time to be used in even the most professional environments because using Clock Real Time adds security to any company or organization as it tracks time events.
- ***Reduce Payroll Expense.*** Many companies that use Clock Real Time pay their employees according to the time report, just the way companies that use a punch card time clock do. Responsibility for clocking in and out is placed on employees and tracked by computer instead of some form of human recording or estimated employee time reports. ***Using Clock Real Time, Payroll Expense precisely reflects actual working time.***
- ***Use Almost Any Magnetic Card.*** Clock Real Time can use manual Check-In and Check-Out of employees, this however is generally not the preferred way to Check-In and Check-Out and is only used in case an employee lost or forgot his electronic identification media. Clock



Real Time works with almost any electronic identification media that delivers some unique identifier of up to 128 characters. Most often a Swipe Card Reader is used with employer issued swipe cards which can be obtained at <http://www.clockrealtime.com>. However, *the same Swipe Card Reader can also read credit cards, debit cards, bank cards, basically any credit card type card with a magnetic stripe!*. As long as these cards input a unique identifier these cards can be associated with a person and can be in Clock Real Time used to identify that person.

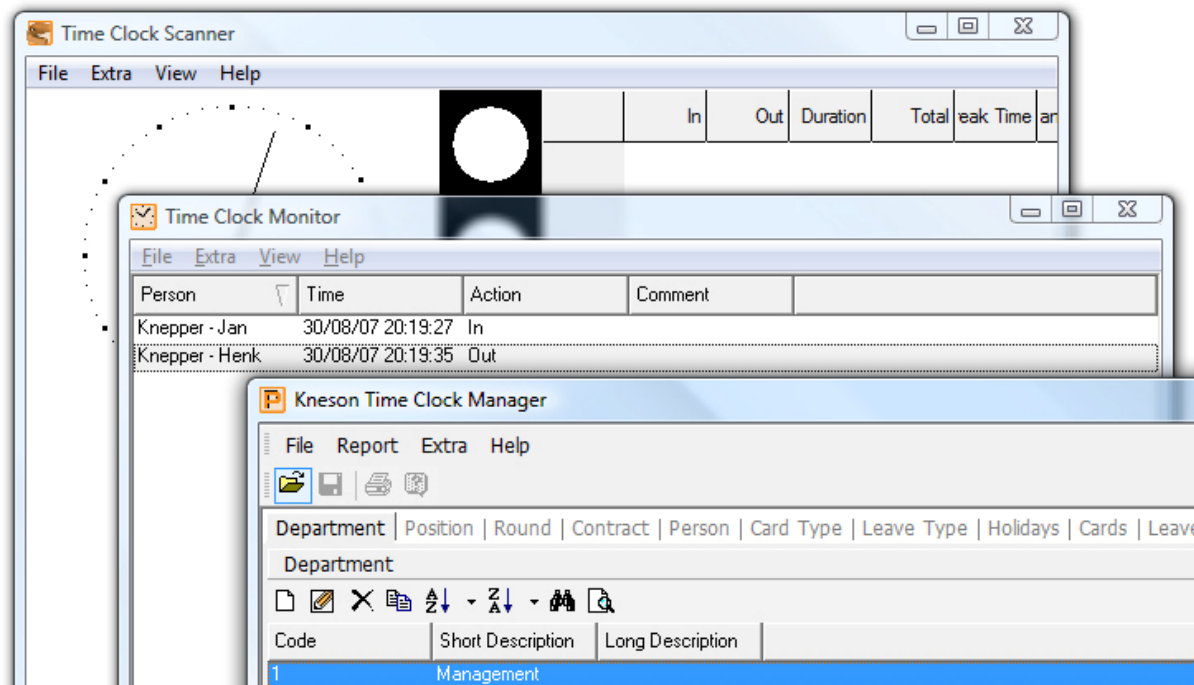
- **Save Management Time.** Clock Real Time puts responsibility for managing employee time on the employee instead of on the manager or owner. Now managers can relax knowing that Payroll will be accurate and human time recording estimation and error eliminated. By issuing employee cards connected to the system, Clock Real Time let's you manage all employee movement into and out of your company automatically. In this way, Clock Real Time saves you money by precisely measuring and reporting time on the job for all employees without your intervention.
- **Save Employee Time.** If your employees spend time creating employee time reports, Clock Real Time eliminates that task. Employees simply swipe their card on the way into and out of work, and all work time is recorded.



Clock Real Time Components

Clock Real Time has several components and subsystems. This manual covers the Clock Real Time 3 main parts:

- Kneson Time Clock Manager
- Kneson Clock Real Time Scanner
- Kneson Clock Real Time Monitor



The Clock Real Time Manager has an internal component called the Clock Real Time Report Generator.